



# State of Kansas Match Rules



## Statewide Management, Accounting and Reporting Tool

Match Rule	Description	How to Fix
<b>Match Rule 100:</b> No receipts found	No available receipts (not matched, not on hold, and not canceled) were found for the purchase order specified on the voucher line.	<p>If necessary, contact the designated receiver to receive the item(s).</p> <p>The designated receiver should enter the receipt for the referenced voucher/purchase order line items. Once the system matching job runs , the receipt will associate to the voucher.</p>
<b>Match Rule 140:</b> Item does not equal PO item	The item on the voucher line does not equal the item on the purchase order line.	<p>Review the purchase order and voucher to identify which items do not equal. Update the item field on the voucher to match the item listed on the purchase order.</p> <p>Contact your agency's purchasing department if needed.</p>
<b>Match Rule 170:</b> Item does not equal item on the receiver	The item on the voucher line does not equal the item on the receiver line.	<p>Review the receiver and voucher to identify which items do not equal. Update the item field on the voucher to match the item listed on the receiver.</p> <p>Contact your agency's purchasing department if needed.</p>
<b>Match Rule 131:</b> Vendor does not equal PO vendor	The vendor on the purchase order does not equal the vendor on the voucher.	<p>Change the vendor on the voucher to match the purchase order vendor.</p> <p>Contact your agency's purchasing department if needed.</p>



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<p><b>Match Rule 150:</b> Inspection required but not complete</p>	<p>The item ordered requires inspection but inspection has not been completed.</p>	<p>If necessary, contact the designated receiver to inspect the item(s).</p> <p>The designated receiver should enter the inspection for the referenced voucher/purchase order line items. Once the system matching job runs , the inspection will associate to the voucher.</p>
<p><b>Match Rule 340:</b> Life to Date Voucher Amount &gt; PO Schedule Amount</p>	<p>Current voucher line amount plus previously matched voucher line amounts, if any, greater than PO line schedule amount. Include <u>amount</u> tolerances from the PO, if any, when comparing the values.</p>	<p>Review the voucher and purchase order to identify any amount discrepancies. A change needs to be made to the voucher total or the purchase order total, depending on which one is incorrect. If the purchase order total is changed, a change order is created and the purchase order must be dispatched again. Attention must be paid to the dispatch method on the purchase order. If the voucher total is incorrect and needs to be changed, the voucher processor must change the voucher.</p> <p>Possible solutions for this match rule:</p> <ol style="list-style-type: none"> <li>1. If the amount on the invoice is different than the amount on the purchase order, contact the vendor for a resolution.</li> <li>2. Correct voucher to reflect the amount listed on the purchase order.</li> <li>3. Contact your agency's purchasing department to have the purchase order adjusted.</li> </ol>



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<p><b>Match Rule 350:</b> Life to Date Voucher Amount &gt; PO Schedule Amount</p>	<p>Current voucher line amount plus previously matched voucher line amounts, if any, greater than PO line schedule amount. Include <u>percent</u> tolerances from the PO, if any, when comparing the values</p>	<p>Review the voucher and purchase order to identify any amount discrepancies. A change needs to be made to the voucher total or the purchase order total, depending on which one is incorrect. If the purchase order total is changed, a change order is created and the purchase order must be dispatched again. Attention must be paid to the dispatch method on the purchase order. If the voucher total is incorrect and needs to be changed, the voucher processor must change the voucher.</p> <p>Possible solutions for this match rule:</p> <ol style="list-style-type: none"><li>1. If the amount on the invoice is different than the amount on the purchase order, contact the vendor for a resolution.</li><li>2. Correct voucher to reflect the amount listed on the purchase order.</li><li>3. Contact your agency's purchasing department to have the purchase order adjusted.</li></ol>



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<p><b>Match Rule 451:</b> Life to Date Vchr Amt &gt; LTD Receipt Schedule Amt</p>	<p>Current voucher line amount or quantity plus previously matched voucher line amounts or quantity, if any, greater than receipt line amount or quantity.</p>	<p>Review the voucher and receipt to identify any amount or quantity discrepancies. A change needs to be made to the voucher total/quantity or the receipt total/quantity, depending on which one is incorrect. If the voucher total/quantity is incorrect and needs to be changed, the voucher processor must change the voucher.</p> <p>Possible solutions for this match rule:</p> <ol style="list-style-type: none"><li>1. If the amount/quantity on the invoice is different than the amount/quantity on the receipt, contact the vendor for a resolution.</li><li>2. Correct voucher to reflect the amount/quantity listed on the receipt.</li><li>3. Contact your agency's purchasing department to have the receipt adjusted.</li></ol>



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Match Rule	Description	How to Fix
<b>Match Rule 470:</b> Voucher Line Price <> PO Price with PO Amount	Compare voucher price with PO price. Include price <u>amount</u> tolerances, if any, from the PO when comparing the values.	<p>Review the voucher and purchase order to identify any line price discrepancies. A change needs to be made to the voucher line price or the purchase order line price, depending on which one is incorrect. If the purchase order line price is changed, a change order is created and the purchase order must be dispatched again. Attention must be paid to the dispatch method on the purchase order. If the voucher line price is incorrect and needs to be changed, the voucher processor must change the voucher.</p> <p>Possible solutions for this match rule:</p> <ol style="list-style-type: none"><li>1. If the line price amount on the invoice is different than the line price amount on the purchase order, contact the vendor for a resolution.</li><li>2. Correct voucher to reflect the line price amount listed on the purchase order.</li><li>3. Contact your agency's purchasing department to have the purchase order line price amount adjusted.</li></ol>



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<b>Match Rule 480:</b> Voucher Line Price <> PO Price with PO Percent	Compare voucher price with PO price. Include price <u>percent</u> tolerances, if any, from the PO when comparing the values.	<p>Review the voucher and purchase order to identify any line price discrepancies. A change needs to be made to the voucher line price or the purchase order line price, depending on which one is incorrect. If the purchase order line price is changed, a change order is created and the purchase order must be dispatched again. Attention must be paid to the dispatch method on the purchase order. If the voucher line price is incorrect and needs to be changed, the voucher processor must change the voucher.</p> <p>Possible solutions for this match rule:</p> <ol style="list-style-type: none"><li>1. If the line price amount on the invoice is different than the line price amount on the purchase order, contact the vendor for a resolution.</li><li>2. Correct voucher to reflect the line price amount listed on the purchase order.</li><li>3. Contact your agency's purchasing department to have the purchase order line price amount adjusted.</li></ol>

\*Note: Override of match exceptions should be done as a last resort.